



Non-Merit Job Vacancy Announcement

OFFICE OF THE ATTORNEY GENERAL **PARALEGAL CONSULTANT**

Pay Grade:	13	Position Type:	Full Time
Salary or Range:	\$2,670.20-\$3,554.70	Work Schedule:	Monday-Friday
FLSA Designation:	Non-Exempt	Work Week:	37.5 Hours

Agency: Office Of The Attorney General – Office Of Civil And Environmental Law
Work Address: 700 Capital Avenue, Frankfort, Kentucky 40601
Work County: Franklin

AGENCY COMMENTS:

This position is an unclassified, non-merit position.

DESCRIPTION OF JOB DUTIES:

The Kentucky Office of the Attorney General seeks an independent, resourceful, and experienced Paralegal Consultant in the Office of Civil and Environmental Law. Duties include:

Drafts complex pleadings and documents; responds to inquiries regarding pleadings. Files pleadings electronically. Provides assistance in analysis of, and gathering of facts of cases and assists with case preparation; docket civil litigation. Reviews and docket legal pleadings; creates acceptance letters; prepares report findings; closes and archives litigation files. Prepares monthly reports regarding litigation, constitutional challenges, and transportation permit cases; prepares liability reports. Dockets and tracks rendition/extradition requests; reviews public official bonds. Performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in paralegal science or a bachelor's degree with a minor in paralegal studies.

EXPERIENCE:

Must have four years of experience as a paralegal.

Substitute EDUCATION for EXPERIENCE:

Completion of a two-year program in paralegal studies will substitute for the bachelor's degree requirement; OR A post-

baccalaureate certificate in paralegal studies will substitute for the bachelor's degree requirement; OR A Juris Doctorate or a law degree from a college of law will substitute for the education and experience requirement.

Substitute EXPERIENCE for EDUCATION:

Experience as a paralegal will substitute for the bachelor's degree on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

None.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 11/15/2016)

[Posted on: 11/5/2016]

Applicants must e-mail a resume to Maureen.Travers@ky.gov before the closing date listed on the job announcement.

Contact Name: Maureen Travers

Contact Method: Maureen.Travers@ky.gov

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.